

**Department of Children and Families**  
**JOB OPPORTUNITY**  
**Children Services Specialist**  
**Full-time (80 hours bi-weekly)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** Albert J. Solnit Children's Center - North Campus

**Job Posting No:** VB44087N

**Hours:** 11:00 am - 7:30 pm; Week 1: Sunday off & Week 2: Friday, Saturday & Thursday off

**Salary:** \$55,725.00 - \$73,953.00

**Closing Date:** 9/13/13

**Example of Duties:** The Department of Children and Families currently has a vacancy for a Children Services Specialist at the Albert J. Solnit Children's Center - North Campus in East Windsor, CT. Qualified applicants must either have permanent status in this classification or be on the current DAS exam list for Children Services Specialist at the time of application. This is a full-time (80 hours biweekly) position; hours are 11:00 am - 7:30 pm. Schedule: week one - Sunday off: Week two - Friday, Saturday, Thursday off. Responsibilities include but are not limited to designing, implementing and monitoring all operations of the Work Experience Program, including developing and overseeing worksites on and off campus. Provides direct service administering independent life skills assessments and facilitating life skills groups and documents and provides written reports on youth participation in programs, oversees the client Bonus Store and may be required to assist with milieu coverage when necessary and perform other assignments as directed. Preference given to applicants with experience with Casey Life Skills Program, charitable donations/activities, assisting youth in obtaining employment in home community upon discharge and obtaining birth certificates, social security cards, and state non-driver's identifications, as well as knowledge and experience with facility compliance with Joint Commission, federal and state laws/regulations.

**Eligibility Requirement:** Candidates must have applied for and passed the Children Services Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DCF employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Knowledge, Skills and Abilities:** Considerable knowledge of physiological and perceptual disorders such as learning disabilities, perceptual handicaps, etc.; considerable knowledge of problems of adolescents and influences of environment; knowledge of psychosis, personality disorder, psycho-pathology and violence; knowledge of processes of normal human behavior such as motivation, emotion, neurosis, etc.; knowledge of individual and group therapy techniques such as client centered, behavior modification techniques; knowledge of crisis intervention; knowledge of first aid procedures in case of injury and life saving techniques as a result of choking, shock, etc.; knowledge of various symptoms caused by non-prescription drugs; considerable interpersonal skills; clinical skill in recognizing non-verbal communication such as cues and body language; ability to assess individual behavior and observe changes in clients; ability to mediate problems between staff members and clients; ability to logically analyze problem situations and come to workable solutions; ability to assess client behavior in terms of desired objectives and in relation to others.

**General Experience:** Two (2) years of experience as a Children Services Worker.

**Substitution Allowed:** 1. Three (3) years in the care of residents in an institution or facility for emotionally disturbed or delinquent children at the level of Children Services Worker including the utilization of therapy techniques to achieve behavioral change. 2. A Bachelor's degree in health, human services, mental health or recreation therapy may be substituted for one (1) year of the General Experience.

**Working Conditions:** Incumbents in this class may be required to lift and restrain residents and may have significant exposure to risk of injury from assaultive and/or abusive residents.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

**Albert J. Solnit Children's Center - South Campus**  
**Attn: Jasmyn Raymond - Human Resources**  
**915 River Road**  
**Middletown, CT 06457**  
**Fax: 860-707-1962**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.